

File
Mr. Duraway
P.A.
Jidda, Saudi Arabia

FIELD PROGRAM MEMORANDUM #1

December 15, 1952

TO: Division Chiefs

FROM: Edward Betzig

RE: Monthly Reports

In view of the expansion of our TCA offices and the knowledge gained from experience, I am once again writing regarding the procedure for submission of Monthly Reports from the various Divisions.

This memorandum will supersede previous memoranda on this subject and will give additional detail which will prove helpful in keeping TCA/Washington and the Saudi Arabian Government informed of our program.

I. Date of Submission

Monthly Reports are to be submitted on the 25th day of the month covered by the report. This does not allow for the completion of the month's activities but is necessary in order that Monthly Reports may be submitted to Washington within the prescribed time.

If, at any time, it is not possible to submit the report on or before the 25th, I would appreciate being so informed.

II. To Whom Submitted

The Monthly Reports are to be submitted to the Country Director with one carbon being submitted separately to me.

III. Number of Copies

Original and four carbon copies should be made of each report.

(a) Original and three copies submitted to Country Director

1. Copy for Monthly Report file.
2. Copy for Chron files.
3. Copy for Division file.
4. Copy for TCA/Washington

(b) One copy to E. Betzig to be used as work material in preparing the Monthly Report for the entire program.

If, in addition to these copies, Division Chiefs wish to retain a copy in their desk files they may have a copy made for that purpose. Central files are available to all Divisions however.

December 15, 1952

If reports from staff members to Chiefs are submitted with this Report, we would appreciate receiving the same number of copies.

The number four copy is submitted to TCA/Washington in order that they will have a very complete picture of the operations of each Division. The Monthly Report on the entire program receives wider distribution and does not contain as much detailed information as is covered in the Division Reports.

IV. FORMAT

It is requested that original and one carbon copy be prepared on TCA letterhead stationery; Additional carbons may be prepared on plain white onionskin paper. Supplies of bond and tissue with letterhead are available from our stock room.

The reports may be written in Memorandum form:

Memorandum To: (Country Director)

From: (Chief of Division)

Re: Activities (Month and Year)

The report should briefly cover the following matters:

a) Significant developments during the reporting month in the particular Division's area. Problems and difficulties encountered should be noted. Note specific measures of accomplishments as number of wells drilled, subjects being studied, etc.

b) Outline any political, economic, and social conditions and developments during the month affecting the Division's operation. Include any legislative developments affecting the Division.

c) List new requests for new projects or expansion of going projects, indicating the estimated relative contribution of U.S. and host governments.

d) List any developments in trainee programs, problem of selection, etc.

e) Progress in training local personnel to take over program operation.

December 15, 1952

This Monthly Operations Report was established by FS Point IV Circular No. 6. It does not affect the responsibility of the Country Director for prompt transmittal to Washington of technical and special reports submitted by TCA and other agencies having a responsibility for the program.

NOTE Memoranda of June 15, and June 16, 1952, concerning filing of copies of technical reports for agencies with Country Director, technical agencies, and appropriate Regional Administrator or the President of IIAA are not affected by this memorandum. The portions of those memoranda dealing with technical reports are being superseded by Field Program Memorandum #3.

We shall be glad to discuss any questions or comments you may have concerning this memorandum.

Jidda, Saudi Arabia

FIELD PROGRAM MEMORANDUM #2

December 15, 1952

TO: Division Chiefs

FROM: Edward Betzig

RE: Reports to Saudi Arabian Government Officials

This memorandum will supersede the portion of the June 15th memorandum from Dr. Stratton which covers the submission of reports to officials of the Saudi Arabian Government.

The Liaison Office has notified us that they require three copies of any correspondence or reports which are to be translated and transmitted to the Government.

In order to meet this requirement and to keep our office files complete, all such correspondence and reports should be prepared as follows: Seven copies -

- a) Original and two carbons for Liaison Office.
(Letters should be on TCA letterhead bond and tissue).
(Originals of Reports may be on plain bond with appropriate heading typed in - carbons on plain white tissue).
- b) Four carbons for central files.
 - 1. Chron file.
 - 2. Division file.
 - 3. Reports to SAG file.
 - 4. TCA/Washington.

These carbons may be prepared on plain white tissue.

- c) If staff members wish, they may have an additional copy prepared for their desk files.
It should be noted that central files are available to all Divisions.

Signatures on correspondence and reports should be followed by titles and identification with the Technical Cooperation Administration should be clear.

Originals and all copies should be submitted to the Country Director. It will be his responsibility to transmit appropriate copies to Liaison Office.

Jidda, Saudi Arabia

FIELD PROGRAM MEMORANDUM #3

December 15, 1952

TO: Division Chiefs

FROM: Edward Betzig

RE: Technical Reports to Agencies

This memorandum will supersede the portions of June 15, and June 16, 1952, memoranda from Dr. Stratton, concerning the filing of technical reports with action agencies.

The Country Director is responsible for the operations of the Point Four Program in Saudi Arabia.

Agreements between TCA and the Technical Agencies provide that field technicians provide technical reports and operations memoranda for their agencies.

In order that the Country Director may be fully informed as to the work of all Divisions, it is requested that the following procedure be followed in handling correspondence and reports to technical agencies:

1. Two copies of each such technical report or operations memoranda submitted by a Division Chief or member of his staff should be sent to the appropriate Regional Administrator in TCA or to the President of IIAA.
2. Two copies should be submitted to the Country Director for his information and for filing in central files.
 - a) Copy for chron file.
 - b) Copy for Division file.
3. All correspondence and reports which do not deal with these technical and operational matters should be cleared with the Country Director for his information. File copies should be provided as in item 2.
4. Signature should be followed by title of Division Chief.
5. Identification with TCA should be clear.

Dr. Brown
Dr. Edens
Mr. Ferguson
Dr. Dolley
Mr. Dunaway ✓
orig-Exec.memo
file
1-supplies
1-chron

Jidda, Saudi Arabia
December 10, 1952

EXECUTIVE MEMORANDUM NO. 2

TO: Field Chiefs

FROM: E.F. Sinclair
Acting Executive Officer

RE: Procurement of Supplies

ES

Supplies and equipment, other than ordinary office items, may be purchased through TCA/W or in cases of emergency, locally.

Until further procedures can be outlined, the following routine is requested in requisitioning:

1. Locally. Follow procedure outlined in TCA Local Requisition books located in Room 23.
2. TCA/W. List of items to be submitted in writing to the Acting Executive Officer, who will in turn properly notify TCA/W Supplies and Requirements Branch.

m. A. Dunaway

Jidda, Saudi Arabia

MEMORANDUM

November 3, 1952

TO: All TCA Staff Members

FROM: E. F. Sinclair, Acting Executive Officer

RE: Use of APO Facilities

We have received the following memorandum, dated November 2, 1952, from Major T. B. Ragland, Air Liaison Officer.

"It has come to the attention of this office that unauthorized personnel are utilizing APO facilities, such use being aided as well as condoned by U. S. agencies in Jidda. I should like to point out that continued abuse of APO privileges, especially at this time of seasonal overload, may lead to one or a number of unfortunate developments: unnecessary confusion and delay in the handling and delivery of mail to authorized individuals; denial of APO facilities for all but official mail; assessment of charges against unauthorized individuals equivalent to international air express rates to Dhahran and MATS rates from there to Jidda.

In order to obviate any such results, it is requested that:

- 1) a current list of U. S. Government employees together with the agency employing them be supplied the APO at Dhahran with the least practicable delay.
- 2) that change of address cards be submitted on individuals who have departed Jidda since the last list was forwarded,
- 3) that an SOP be established to keep the list of authorized personnel current be forwarding addendum sheets on new personnel and C/A cards on departures.
- 4) that unauthorized persons known to be using APO facilities be informed that such service is illegal and will not be continued. Employees of the SAC are not entitled to the use of APO facilities."

This office is forwarding the requested list of authorized personnel to the APO at Dhahran.

We request that all TCA staff members be governed in accordance with Major Ragland's memorandum.

EFSinclair/dg



UNITED STATES OF AMERICA
TECHNICAL COOPERATION ADMINISTRATION

Jidda, Saudi Arabia.

October 22, 1952.

MEMORANDUM TO: TCA Staff

FROM: E. F. Sinclair

RE: Car Pool

In connection with the car pool for TCA, the following set-up has been approved by Dr. Stratton:

Effective as of this date, the schedule for picking up and delivering TCA personnel and translators will be as follows:

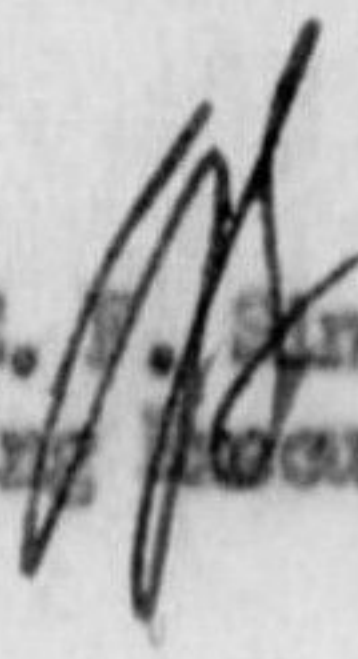
- 8:00 a.m. Car No. 1 (Gray Chrysler) will pick up translators in the City.
- 8:00 a.m. Car No. 2 (Blue Chrysler) will pick up translators on Airport Road.
- 8:00 a.m. Car No. 3 (Green Chrysler) will pick up TCA personnel living in Mecca Road Apartment.
- 2:00 p.m. Car No. 1 will deliver translators to the City.
- 2:00 p.m. Car No. 2 will deliver translators to Airport Road.
- 2:00 p.m. Car No. 3 will deliver TCA personnel to Mecca Road Apartment

Car No. 4 (Chevrolet) will be a standby car in case any of the above cars are not functioning. It will also be used in going to and from the Embassy, as well as any of the above cars as and when necessary.

In the morning

In the morning after cars arrive at the office, the keys shall be turned over to my office, as from 8:00 a.m. to 2:00 p.m. all the above cars shall be in a central pool and anyone desiring the use of a car will obtain the keys from my office, or have the driver do same. After each trip during office hours, the key will likewise be returned to my office in order that we may have a check on the cars at all times.

Any special arrangements for a car during the day, also for the use of a car outside of office hours, please contact the undersigned.


E. F. Sinclair
Acting Executive Officer

TECHNICAL COOPERATION ADMINISTRATION

Jidda, Saudi Arabia

November 16, 1952

MEMORANDUM TO: All TCA Staff Members

FROM: Edward Betzig
Acting U.S. Country Director

RE: Innoculations

According to latest information received from the Embassy, the following inoculation schedule is suggested for the welfare of TCA staff members and their dependents:

Cholera:	booster shot every year
Typhus:	booster shot every year
Typhoid:	booster shot every year
Smallpox:	once every three years (with exception <u>that</u> it cannot be over one month old prior to entry into U.S.)
Yellow fever:	not officially required but reinnoculation within four years if inoculation already received
Tetanus:	not officially required and information regarding reinnoculation unavailable

While the Embassy has stated that it will notify personnel when shots are due, it is suggested that personnel also keep their own supplementary records.

Jidda, Saudi Arabia
December 13, 1952

EXECUTIVE MEMORANDUM No. 4

TO: TCA Field Chiefs
FROM: E. F. Sinclair
Acting Executive Officer
RE: Supplies: Water Bags

4/15

According to information recently received from TCA/W, the following prices have been obtained on water bags:

36-gallon Lister Water Bag	\$7.95 each
2-gallon canvas Water Bag	2.29 each

If your Division is in need of either of these items, please submit your requisition form No. TCA-1 to this office and it will, in turn, be forwarded to TCA/W Supplies and Requirements Staff.

Copies to:

Dr. Edens
Dr. Dolley
Dr. Brown
Mr. Ferguson
✓ Mr. Dunaway